

## EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE  
OFFICE OF THE ADJUTANT GENERAL  
NORTH CAROLINA NATIONAL GUARD  
HUMAN RESOURCES OFFICE  
4105 REEDY CREEK ROAD  
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 04-210

OPENING DATE: 1 October 2004

CLOSING DATE: 1 November 2004

ANTICIPATED FILL DATE: 28 Nov 04

### POSITION TITLE AND NUMBER

Facility Manager  
PDCN 10001000, MD #: 1820-40L

### UNIT/ACTIVITY AND DUTY LOCATION

HQ, 139<sup>th</sup> Regt (CA)  
NCARNG, Ft. Bragg, North Carolina

### GRADE AND SALARY(Includes Locality Rate of 10.09%)

GS-1640-11 \$48,947.00 - \$63,629.00 per annum

### EMPLOYMENT STATUS

Excepted Service

**WHO CAN APPLY**: The area of consideration for this announcement is the STATEWIDE. Applications will only be accepted from current Excepted employees of the North Carolina Army National Guard, current military members of the North Carolina Army National Guard and individuals who are eligible and willing to enlist in the North Carolina Army National Guard.

**HOW TO APPLY**: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is **REQUIRED** that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: OTAGNC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. **NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172/ 6431. Faxed or E-mailed copies will not be accepted.**

**QUALIFICATION REQUIREMENT**: Must have 36 months specialized experience which demonstrates that the applicant has acquired the below listed KSA's.

### KNOWLEDGE, SKILLS ABILITIES (KSA'S)

Below are listed the KSA's for this position. Applicants **MUST** address each KSA individually in paragraph format by explaining any civilian and military work experience (**WITH DATES**) that provided that KSA. It is **REQUIRED** that this statement be attached to the application. Failure to do so will result in the applicant not being considered for this position. For more information or assistance, call 1-800-621-4136 ext. 6172/ 6431.

1. Knowledge of capabilities, requirements, and operating principles of various facility management fields.
2. Knowledge of estimating and contracting procedures.
3. Skill in dealing with representatives of other agencies, contractors and suppliers in the private sector.
4. Knowledge of maintenance and construction techniques.
5. Ability to gather and organize various data, distinguish priorities, and plan further contingencies.
6. Knowledge of established policies, procedures, and regulations regarding fire prevention, security and safety programs.

**CONDITION OF EMPLOYMENT**: 1. Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSL, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible MOS in the NCARNG shown under Military Assignment on the reverse side of this announcement. 2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program. 3. The recommended applicant will not be approved for appointment until the appropriate physical examination is completed.

**MILITARY ASSIGNMENT**: Assignment to a compatible Officer position supported by the facility in the NCARNG is mandatory. (Q: Branch Immaterial; WO: Branch Immaterial; Enl: Branch Immaterial)

**EVALUATION FACTORS USED**: Personal interviews, review of application and the KSA Statement.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:** Ensures that maximum effectiveness is realized from site resources of facilities, funds, manpower, and equipment. Conducts continual coordination with National Guard Bureau, and unit commanders, to ensure that the buildings, ground, equipment, utilities and communication systems operate to meet the immediate needs of current military training concept, and to identify needs for projecting into future plans. Communicates and coordinates with Plans, Operations and Training Officers, and Logistics Officers of own headquarters and other states on matters pertaining to supply and training support activities. Coordinates, supervises, and conducts precamp conferences with higher headquarters staff personnel and organizational commanders. Furnishes necessary training, administrative, maintenance, and logistical support services to organizations utilizing the training site. Responsible for program management of the budget to ensure that the funds provided are expended as directed within terms of the budget and that sound management principles are used to ensure maximum utilization of all resources. Determines format and content of agreements necessary to define and provide for the support and services required by all tenant activities. Approves such agreements at the local level. Ensures that reimbursement is received from other than National Guard elements utilizing the training site. Responsible for all aspects of mobilization. Sets goals and ensures the accomplishment of day to day, and long range mobilization objectives. Ensures that an effective and aggressive safety program is conducted within all post activities. Appoints members of the site safety council, and ensures that the promotion of public safety, and the safety of military personnel, is applied as a prime factor in the formulation and evaluation of local policies and directive. Responsible, through the Facilities Engineer, for planning and directing the operations, maintenance, repairs, rehabilitation and improvements to all real property, facilities and utilities, to include: building structures, roads, railroads, ranges, water systems, disposal systems, sewage systems, airfield facilities, bridges, grounds, communication and electrical systems at the training site. In coordination with engineering personnel, submits all long-range construction requirements for buildings and training facilities, to NGB through the Facility Management Officer. Supervises National Guard technicians, Active Guard and Reserve (AGR) personnel, state full-time and seasonal employees, and attached full time training duty National Guard, reserve or active military augmentees, in performance of site support duties. Must be continually aware of the workload of all sections under his supervision and possess the knowledge and ability to furnish guidance to section supervisors in solving problems which arise. Responsible for the training and development of key staff personnel and ensures that a continuing training program is maintained for permanent and temporary employees. Ensures provision of the necessary emergency and medical support, including Troop Medical clinic operations, aeromedical and ambulance evacuation services, veterinary support, food service support, control of sanitation and explosive ordnance disposal service. Responsible for providing necessary fire protection personnel and equipment to afford protection for units in training as well as tenant occupants of the training site. Responsible for logistic operations to include supply and service requirements, procurement, storage, issue and control of the following supplies and equipment: ammunition, POL products, subsistence, cantonment and billeting, and transportation motor pool operations. Responsible for development and approval of camp regulations, aviation regulations, range regulations, logistical procedures directive, and cantonment area and training area topographical maps. Responsible for threat analysis and approval of the Installation Security Plan to provide physical security for troop areas, utility areas, airfield areas, ammunition supply points (ASP) and tenant facilities on a year round basis. Provides patrol and traffic control, as necessary, within the installation and in conjunction with site military operations within surrounding communities. Directs liaison activities concerning municipal and civic organizations and bodies in matters such as annexation and zoning which have a direct bearing on the training site. Recommends appropriate action in such matters to protect the interests of the Department of Defense, US Army, NGB, and the state. Directly responsible for implementing training site programs assuring compliance with all environmental regulations established by federal, state, and local agencies. Coordinates the specific needs for training resources with NGB and Facility Management Office environmental programs, Especially concerning the extraction. Responsible for operations of Camp Headquarters and activities of the site staff during training assemblies and annual training. Responsible, as necessary, for coordinating the operation of theaters, exchanges, chapels, communication centers, special service clubs and officer and NCO clubs. In coordination with troop commanders and conservation officials, establishes recreational sites and provides recreational equipment in support of troop welfare programs. Performs other duties as assigned.

**INSTRUCTIONS TO COMMANDERS/SUPERVISORS:** This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

**ADDITIONAL INSTRUCTIONS:** 1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories; Male or Female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 3. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment.

DISTRIBUTION: A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSSM-1, SRAA-1, VCSOP-1

**INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974**

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